BP37CA Process

BP37CA Received by AA

Click Button to go to BP37 Files

AA Reviews Form for Complete Header Information **AND** Forwards Electronically to RFP Manager for Review

RFP Manager Reviews BP37CA

Program Administrator Submits Corrected BP37CA to RFP Manager

Were Errors Found?

RFP Manager Contacts Program Administrator Requesting Necessary Corrections

YES

NO

RFP Manager Enters **BP37CA Approval Date AND Agreement Number** in Allocations Database

RFP Manager Files BP37CA in **FINAL** Folder

RFP Manager Prints and Signs BP37CA

RFP Manager Delivers Signed BP37CA to PSM

PSM Attaches BP37CA to Agreement